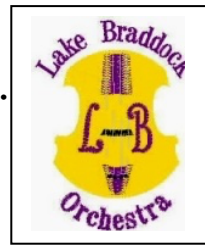




Lake Braddock Orchestra Boosters, Inc.

Lake Braddock Secondary School
9200 Burke Lake Road
Burke, VA 22015



1 Lake Braddock Orchestra Boosters
2 Board Meeting Minutes
3 October 11, 2021—700pm-800pm Videoconference
4

5 **Present:** Board members: Bob Gaylord, Cheryl Pagano, Marty McFadden, Jason Heron; Lyra Luna;
6 Directors Austin Isaac and Clayton Allen; Dr. Harris
7

8 **President:** Call to order at 7:04 p.m. October 11, 2021. Met via videoconference and quorum met.
9 The President thanked all for attending and stated the primary objective of the meeting was to
10 discuss fundraising and use/approval of LBOB funds.
11

12 **Secretary's Report:** Previously provided and electronically approved.
13

14 **Treasurer's Report:** On behalf of the treasurer, the President provided a brief update that fundraising
15 had not yet kicked off and two reconciliation reports had been submitted.
16

17 **Vice President's Report:** None presented.
18

19 **Director's Report:** Director Isaac stated there were a total of six LBSS HS students accepted into
20 Senior Regional Orchestra (SRO): 4 String and 2 Band participants. There were over 20 HS students
21 who auditioned for Senior District Orchestra (SDO) that will be held at George Mason University.
22 Lastly, Director Isaac shared that the HS orchestras were preparing for their fall concerts. Director
23 Allen reported there are 20 MS students that still need to pay for course fees and 50 LBSS MS
24 students signed up for Junior District (JDO). MS Orchestra picture day will be held on October 18th-
25 19th, 2021 and MS Clinicians will come in on October 25-26, 2021. Lastly, Director Allen advised that
26 the MS New York field trip has been rescheduled for December 2021.
27

28 **Committee Chairs:**

29 **Attire Coordinator:** Suzanne Bousquet advised that boys' uniforms have arrived (with bits and pieces
30 missing) and the girls' uniforms were to arrive today. It will take a couple of weeks for the uniform
31 coordinators to get the uniforms issued and coordinate volunteers.
32

33 **Spirit Wear:** Marian shared that an exciting new design for the spirit wear has already been digitalized
34 and she will be sending out "intent to purchase" forms by the end of the month.
35

36 **Volunteer Coordinator:** Nothing presented.
37

38 **Membership Coordinator:** Jason addressed the current status of paid memberships.
39

40 **Ways and Means Coordinator:** Deferred discussion until later in the meeting.
41

42 **New Business:**



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43

44 The President reviewed the use of LBOB funds reiterating the fiduciary responsibility of the 7 voting
45 members to support the LBOB program as described in the By-laws. Therefore, Director Allen's
46 request to split the funds between MS and HS orchestras does not appear to be feasible from an
47 organizational perspective, accompanied by the fact that it would result in an insurmountable
48 workload.

49

50 The President expressed that financial controls have been properly implemented after the following
51 corrective actions were taken: paying taxes, upgrading software and conducting audits. Debit card
52 use was also reviewed. The Directors both felt that debit cards were essential for emergency
53 expenditures. Advance 48 hours notice was requested prior to emergency use of the debit card. An
54 unexpected, unapproved debit charge, in the amount of roughly \$160.00 for postage, has already
55 been charged against contingency funds because there was no budget line for the expense.

56

57 Discussion ensued regarding the importance of advance notification to, and approval by, the LBOB of
58 any expense, including debit card use and other expenses including clinicians, in order to ensure
59 funding is available, covered in the approved budget, and equitably shared amongst MS and HS
60 orchestras. The President stated he would put financial protocols in writing.

61

62 The President proposed that the LBOB pay for two months of MS Clinicians hired by Director Allen for
63 services provided in September 2021 and scheduled for October and November 2021. September
64 clinicians were contracted without prior board knowledge or approval. Two months would exhaust
65 roughly 50% of the \$6000 funds available for MS and HS funds allocated for clinicians, judges and
66 technical subscription services for the year. The choice of which two months the Board would pay for
67 was left with Director Allen, who requested payment for September and October, and stated he
68 personally would pay for the MS Clinicians hired for services to be provided in November 2021. After
69 considerable discussion, Lyra motioned that the LBOB pay for September's billed amount and
70 October, not to exceed \$1200, and not November. Jason seconded the motion that was unanimously
71 approved by the Board Members.

72

73 Lyra advised that the No Frills campaign was ready to be put in motion. It is essential that the No
74 Frills Campaign have the aggressive support of the Directors by pushing participation in the fundraiser
75 out to their respective orchestra classes. Lyra expressed concern that the No Frills campaign may not
76 be successful if a separate MS fundraiser, enacted directly through LBSS, competes for donations
77 from families that may not be able to support both fundraisers. Director Isaac stated that HS
78 orchestras would support the No Frills campaign as the sole fundraiser for the AY 2021-2022.

79

80 Director Allen asked about splitting the funds between MS and HS orchestras. Director Allen's
81 request to split funding was not supported by any LBOB board member. Director Allen stated he
82 would not be able to support the No Frills campaign, unless the restriction on travel funds for MS
83 field trips was rescinded. Director Allen explained that his MS field trips need the financial support of
84 the LBOB. The Vice-President clarified that while the primary objective of the LBOB is to be



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85 supportive of the LBSS orchestra program in its entirety, certain requests may exceed what the LBOB
86 can support. The Vice-President stated that the Board Members are trying to ensure that the LBOB
87 does not promise things to the Directors that cannot be financially supported. The President
88 repeated that the LBOB voted not to support field trips for the LBSS orchestra for the AY 2021-2022.
89 Director Allen stated he would not support the No Frills Fundraiser and will issue a letter explaining
90 why he will not support the No Frills Campaign. Director Allen further stated that his letter will be
91 disseminated publicly to the entire LBSS Orchestra program. The President requested that Director
92 Allen be judicious in the use of his terminology in anything disseminated to the LBOB membership.

93
94 The President requested Lyra continue with the fundraising program and reach out to the entire
95 Orchestra program community to solicit support for the No Frills campaign.

96
97 Dr. Harris concluded the meeting by expressing her appreciation for the support of the LBOB. In
98 addition, Dr. Harris indicated that Dr. Smith is comfortable with signing off on the LBOB approved
99 fundraisers. Spring fundraisers will not be considered until later in December 2021.

100
101 Meeting adjourned at 7:59 p.m.

102
103 These are the official minutes taken by Marty McFadden, Secretary.